

OPTIONAL PAY ADJUSTMENT QUESTIONNAIRE FOR ADDITIONAL DUTIES

Employee Name:

Employee Number:

Job Title (if the employee is on detail, please include both the detail position and the home position):

Level of Work on Job Specification:

Pay Level/Range:

Department/Section:

Employee's Salary:

Percent Adjustment Requested:

Type of Adjustment: Lump Sum, Temporary or Base Pay

Requested Effective Date:

1. What are the additional duties?
2. Has the job description been updated?
3. Were any duties removed to facilitate this new duty? If so, which ones?
4. Is(Are) the duty(ies) permanent or temporary?
5. What percentage of time are the additional duties allocated?
6. Would you consider the duties to be lower, higher, or the same level as the duties performed in the current job?
7. Does this result in some savings for the agency? If so, how? What are the projected dollar savings?

8. Will the employee have to learn new skills and/or competencies? If so, please explain.
9. Many jobs evolve over time, due to procedural differences and technology changes, mostly. For example, secretaries have historically produced correspondence for their bosses. As recently as fifteen years ago, this was mostly done with a typewriter. Today, however, typewriters are essentially obsolete. A secretary is still a secretary, regardless of the method used to produce correspondence. With that example in mind, how are these duties different from a natural evolution of the job?
10. If this request is for an adjustment of over 5%, what is your rational business reason for requesting a higher amount?
11. If this request is for an employee who is an administrator or higher, please describe how these duties are outside of the scope of the position.
12. Has the employee received an Optional Pay increase before? If so, please list dates and reasons.
13. If the employee is not an Administrator level, has the agency made all allowable payments under the agency policy?